

October 3, 2006

TO: NORMAJANE DAVALL

FROM: RONALD W. HILL
STATE CONTRACT PROCUREMENT SUPERVISOR
302-857-4554

SUBJECT: **AWARD NOTICE – ADDENDUM#1 EFFECTIVE DATE MAY 16, 2008**
CONTRACT NO. 06-030-RH
AUCTIONEER SERVICES

1. **CONTRACT PERIOD:**

Each contractor's contract shall be valid for a two (2) year period from September 15, 2006 through September 15, 2008. Each contract may be renewed for a one (1) year period through negotiation between the contractor and Government Support Services. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

This contract has been extended for an additional year through September 15, 2009.

2. **PRICES:**

Prices will remain firm for the term of the contract.

3. **VENDOR:**

Mr. Stephen J. Miranti
Auction Liquidation Services
P. O. Box 1216
Eatontown, NJ 07724
Phone: 1-800-563-9740
Fax #: 1-732-542-2099
Email: mkenney@auctionlistservice.com
Federal E.I.# 20-4639025

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4. **BACKGROUND**

The Surplus Services section has the responsibility for acquiring and disposing of excess federal and state property in accordance with Title 29 Chapter 70 & 88 – Delaware Code. Surplus Services maintains a warehouse for reusable excess property acquired from agencies. One of the methods for disposing property is through public auctions. Surplus Services determines the property that is auctioned including but not limited to vehicles and heavy duty equipment.

5. **AUCTION REQUIREMENTS**

- A. THE STATE AND THE AUCTIONEER SHALL AGREE PRIOR TO EACH SALE ON THE HOURS AND DATE (S) OF THE SALE. IT IS THE STATE'S INTENT TO HOLD AT LEAST TWO (2) AUCTIONS PER YEAR.
- B. AUCTIONEER SHALL ADVERTISE ALL SALES AT LEAST TWO (2) WEEKS PRIOR TO THE SALE ON HIS INTERNET WEB PAGE INCLUDING PICTURES AND THE ITEMS AVAILABLE FOR SALE. BIDDER SHALL PROVIDE AN AUCTION WEB PAGE SAMPLE AS A PART OF THEIR PROPOSAL.
- C. AUCTIONEER SHALL MAIL OUT AT HIS OWN EXPENSE, STATE APPROVED ANNOUNCEMENT TO THE STATE'S LIST OF CUSTOMERS AND IN ADDITION, NOT LESS THAN 2,000 NAMES OF REGULAR CLIENTS APPROPRIATE TO THE ITEMS OFFERED FOR SALE.
- D. AUCTIONEER IS REQUIRED TO VISIT AND REVIEW AUCTION SITE A MINIMUM OF ONE (1) DAY PRIOR TO THE DATE OF AUCTION.
- E. AUCTIONEER IS RESPONSIBLE TO COORDINATE THE SALES FROM THE START TO FINISH INCLUDING, BUT NOT LIMITED TO: ON-SITE ADVERTISING, CROWD CONTROL, UNIFORMED ARMED SECURITY GUARD, MONEY EXCHANGE, DISTRIBUTION OF INDIVIDUAL RECEIPTS, AND REGISTRATION OF COMPLAINTS.
- F. AUCTIONEER SHALL PROVIDE THE REQUIRED NUMBER OF CLERKS TO INSURE AN EFFICIENTLY OPERATED AUCTION. PERSONNEL SHALL ARRIVE ON SITE A MINIMUM OF TWO (2) HOURS PRIOR TO THE ADVERTISED TIME TO BEGIN REGISTERING BIDDERS.

CONTRACT NO. 06-030-RH
AUCTIONEER SERVICES - SURPLUS
AWARD NOTICE

5. **AUCTION REQUIREMENTS continued:**

- G. AUCTIONEER IS RESPONSIBLE FOR ALL ANNOUNCEMENTS AT THE AUCTION PERTAINING TO ALL THE RULES AND REQUIREMENTS.
1. ALL PROPERTY SOLD "AS IS WHERE IS"
 2. NO WARRANTIES ARE EXPRESSED OR IMPLIED
 3. ALL BIDDERS MUST BE EIGHTEEN (18) YEARS OF AGE. IDENTIFICATION IS REQUIRED.
 4. A REFUNDABLE OR DEDUCTIBLE DEPOSIT OF \$200.00 CASH WILL BE REQUIRED AT TIME OF REGISTRATION. AUCTIONEER IS RESPONSIBLE FOR COLLECTING THE DEPOSIT.
 5. ALL PAYMENT MUST BE MADE IN FULL DURING OR IMMEDIATELY FOLLOWING THE SALE. ACCEPTIBLE FORMS OF PAYMENT ARE CASH IN U.S. CURRENCY, CASHIER'S CHECK, TRAVELER'S CHECK, OR LETTER OF CREDIT.

ALL PROPERTY MUST BE REMOVED FROM THE PREMISES. THE STATE IS NOT RESPONSIBLE FOR THEFTS. LEAVE PROPERTY AT YOUR OWN RISK. A STORAGE FEE OF \$10.00 PER DAY MAY BE IMPOSED.

- H. AUCTIONEER SHALL PROVIDE A COPY OF THE BILL OF SALE FOR EACH SALES TRANSACTION, A LIST OF THE REGISTERED BIDDER INCLUDING THEIR NAME, ADDRESS, AND TELEPHONE NUMBER AND LIST OF ITEM WITH THEIR SALES PRICES.
- I. AUCTIONEER SHALL ISSUE TO AND IN THE NAME OF THE OFFICE OF MANAGEMENT AND BUDGET, GOVERNMENT SUPPORT SERVICES, A CERTIFIED CHECK FOR THE NET PROCEEDS OF THE AUCTION (GROSS PROCEEDS MINUS AUCTIONEER'S FEE) WITHIN TEN (10) WORKING DAYS AFTER THE DATE OF EACH AUCTION.

CONTRACT NO. 06-030-RH
AUCTIONEER SERVICES - SURPLUS
AWARD NOTICE

6. **Percentage to be paid by the State**

Percentage to be paid by the State for onsite auctions: **2.86%**

Percentage to be paid by state for online silent auctions: **2.26%**